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ABSTRACT

The job descriptions presented in this document are examples for library directors to use as guidelines in drafting statements to fit their own particular operations. The descriptions cover most of the major work activities performed in libraries, whether they be in public, college, university, or special libraries. The jobs described include those in the organizational areas of administration, cataloging, acquisitions, circulation, reference, and audiovisual media. Statements covering library work areas for student assistants are also given. Although the statements were prepared for use in a small college library, they are equally adaptable to other types of libraries. (Author/LLS)

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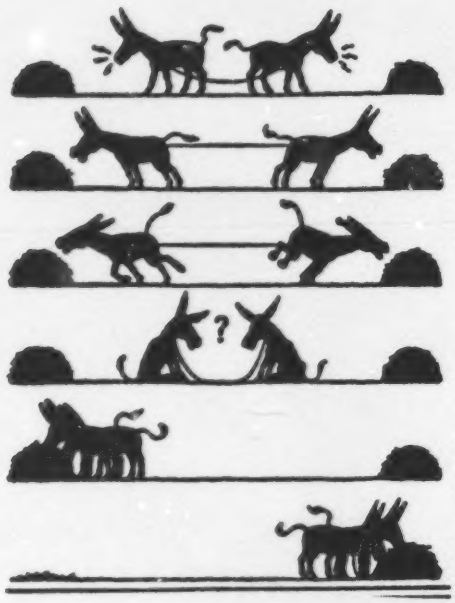
A

GUIDE TO WRITING

LIBRARY JOB DESCRIPTIONS

(EXAMPLES COVERING MAJOR WORK AREAS)



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1981

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IR009478

PREFACE

The writing of job descriptions is a universal management practice in every type of organization. Whatever the size or type of library, the need exists for written descriptions of every job performed.

There are no standard job descriptions available because work duties differ among libraries. Tasks are grouped differently and jobs are given different titles. The organization of a small library, for example, is quite different from that of the large library having a high degree of specialization. Total work performed in operating different types of libraries is delegated in widely varying ways. This is a fact of librarianship and probably cannot be avoided.

The job descriptions presented herein are offered as examples for library directors to use as guidelines in drafting statements to fit their own particular operations. In total, the descriptions attempt to cover most of the major work activities performed in libraries, whether they be in public, college, university, or special libraries. Although the statements were prepared for use in a small college library, they are equally adaptable to any type of library.

It is highly recommended that a unique job description be written for <u>every</u> job in <u>every</u> library. Professional management requires the use of such tools in the proper allocation and division of work.

Mr. Dale E. Shaffer
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LIBRARY PLANNING · LAYOUT · EQUIPMENT · SYSTEMS

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SHA-FRAME PAMPHLET SYSTEM
VERTICAL FILES
FILMSTRIP COLLECTIONS
PICTURE FILES
CURRICULUM MATERIAL CENTERS
AUDIO TAPE COLLECTIONS
RECORDINGS
PROCEDURE MANUALS
JOB DESCRIPTIONS
MANAGEMENT POLICIES

The job description is a written statement of an individual job and includes the major duties, responsibilities, work performed, and equipment used. It is ordinarily based upon the significant findings of a job analysis.

General make-up of job descriptions vary among different libraries. In most cases, a summary of the job, the work performed, and the qualifications is generally considered essential. A job title is simply a common name for a job. It is often inadequate in identifying the job satisfactorily. The title plus the job content is necessary for accurate identification.

Job descriptions are important for several reasons. They are useful in bringing about better organizational understanding within a particular library. The duties, responsibilities, and qualifications required of the successful employee on a particular job are clearly pointed out. They identify the job and make its content known to all.

They also help in selecting persons best fitted for the requirements of the job, acquaint the new employee with the job to which he is being assigned, and crystallize scattered information into a clear job picture. They are especially helpful in personnel selection work, transfers, and promotions.

Search committees are often used in the process of filling key library positions in college and university libraries. These committees are made up of faculty members, administrators, students, and sometimes professional librarians. It is a fact that faculty members ordinarily have little or no knowledge of librarianship, of the work involved in developing a resource center, of the basic criteria for evaluating a collection, of the sources for recruiting

librarians, of the importance of the professional MLS degree, or even knowledge of how to use a research library. Too frequently these individuals select nonprofessional candidates (persons without the professional library degree) to fill key positions. A written job description is needed to help correct this malpractice.

JOB TERMINOLOGY

Jobs are an important responsibility for every library director. A basic knowledge of job terminology is essential. Given below are explanations of 10 important terms relating to the preparation of job descriptions and the organization of work in libraries.

1. Task, Position, Job -
   A "task" is created whenever human effort must be exerted for a specific purpose. When enough tasks accumulate to justify the employment of a worker, a "position" has been created. A position is an aggregation of duties, tasks, and responsibilities requiring the services of one individual. The number of positions in a library organization is the same as the number of workers. A "job" is a group of positions which are identical with respect to their major or significant tasks. The job is impersonal; the position is personal.

2. Job Analysis -
   A detailed examination of a job to determine the duties, responsibilities, mental and physical requirements, working conditions, required tools and equipment, relationships to other jobs, and specialized requirements necessary for its performance. It involves observation of the job and the reporting of facts obtained in conversation with employees, supervisors, and others who have information of value.

3. Job Classification -
   A systematic arrangement of jobs into groups, categories, or classes according to the relative requirements necessary for their performance. It is a procedure involving the grouping of jobs having similar characteristics.

4. Job Content -
   The duties, functions, and responsibilities comprising a given job.

5. Job Description -
   A written description of the major operations, responsibilities, skill requirements, and duties of an individual job.

6. Job Evaluation -
   A systematic procedure for determining the relative worth of each individual job in a library organization. It makes use of job factors (or key jobs) for comparison and measurement. The process seeks to provide for a fair and equitable wage structure.

7. Job Factor -
   Any characteristic of a job which influences its relative worth or value and provides a basis for the selection, training, placement, and compensation of library personnel.

8. Job Ranking -
   A method of job evaluation in which all jobs in a library organization are compared with each other and ranked in order of importance. Ordinarily, the judgment of qualified persons is used for ranking.

9. Job Specification -
   A written statement of the abilities and personal requirements for a job.

10. Job Title -
    A distinctive, designative term for a particular job.

Work simplification is an important activity deserving the continuing attention of every library director. This is a matter of finding the most economical use of human effort, materials, time, machines, procedures, and space so that easier and better ways of doing work can be employed. Thomas Edison said it another way: "There's a way to do it better - find it."

Analyzing and reviewing job duties with the purpose in mind of writing job descriptions can bring about considerable improvement

in service, production, and use of manpower. Job descriptions must, of course, be tailor-made to satisfy the specific requirements of each library. Hopefully, the descriptions given in this manual will not only save the director's time and assist him in preparing thorough descriptions, but also trigger an idea or two that will result in eliminating, modifying, or re-combining certain tasks.

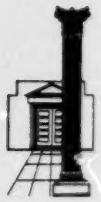
Generally speaking, the larger the library the greater the degree of specialization. In a small college library, for example, personnel at the Circulation Desk may have the responsibility for a large variety of tasks, including the filing of catalog cards. In a large library this work is usually done by Technical Services personnel. Everyone in the small library participates in book selection, whereas a specialized group of people usually handles this work in the large library. The cataloging of audiovisual materials is another example. Depending upon size of staff, the work may be performed by professional catalogers, audiovisual personnel, library technicians, trained nonprofessionals, or by student assistants.

Despite these differences, all libraries are alike in much of the work that must be performed. The tasks are simply grouped differently. It is the function of library directors and supervisors to originate more efficient and less costly ways of doing things, and to devise standards and controls to see that important objectives are achieved. This is the real meaning of efficiency - to utilize human energy so that essential tasks are completed according to standards in the least possible time and space, and with the least possible effort. Carefully written job descriptions help librarians to achieve this goal.

An important point to remember when discussing the organization of work in any library is that the job is created first. Qualified personnel are then selected and hired to fill that job. It is not good management practice to hire a person first and then attempt to design or create a job for him. Personnel should be hired to fill established library positions as called for by written job descriptions.

EXAMPLES OF LIBRARY JOB DESCRIPTIONS

Descriptions given in the following pages cover jobs in the organizational areas of administration, cataloging, acquisitions, circulation, reference, and audiovisual media. Statements covering library work areas for student assistants are also given.



JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Library Director (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Library Director:

1. A Master's Degree in the field of Library Science. A second Master's Degree in another subject field is preferred and desired.

2. A minimum of eight years of experience in the field of professional librarianship, administration, and teaching. This experience should have been gained from time spent in each of the major areas of librarianship, rather than in just one area.

RESPONSIBILITIES AND DUTIES:

The Library Director is responsible to the Vice-President for Academic Affairs for the following activities:

1. Assembling and organizing library materials and resources needed by the college, its faculty and student body; organizing these materials for use when and where they are needed; carrying out plans and objectives of the library; and keeping the faculty informed of library resources and services.

2. Establishing procedures, policies, and systems that make for efficient library operation.

3. Planning, organizing, coordinating, and measuring the work activities of all library personnel.

4. Hiring, training, and supervising all library personnel, representing the staff in contacts with the administration, and assuming overall accountability for work performed in all areas, including:

   A. Administration - Directing the educational role of the library; appointing and instructing personnel; purchasing supplies and equipment; preparing various types of reports relating to library operations; planning library services and layout; working with administrators, faculty, students, and the Library Committee; participating in professional organizations;

communicating orally and through written correspondence; selecting and screening the purchase of library materials; assuring proper maintenance of library facilities; cooperating with other libraries and community organizations; planning future needs of the library in the areas of finance, building, equipment, staff, etc.; keeping informed of changes in the curriculum, methods of teaching, and administrative re-organizations which could affect the library.

B. Acquisitions - Ordering books, periodicals, recordings, filmstrips, tapes, film loops, supplies, and other library materials; verifying bibliographical information for ordering; checking bibliographies against library holdings; accounting for gifts; maintaining accurate acquisitions records.

C. Cataloging - Cataloging and classifying all types of learning media and library materials according to professional standards; searching for catalog information; typing, revising, and filing catalog cards; preparing books and materials for the shelves; maintaining cataloging statistics.

D. Circulation - Advising patrons on general use of the library; preparing periodic reports on circulation operations; developing and implementing circulation procedures covering reserve books, fines, overdues, etc.; creating exhibits and displays; participating in library inventory.

E. Reference - Answering reference questions; preparing bibliographies; securing inter-library loans; teaching and promoting use of the library; selecting reference books to maintain a current and comprehensive reference collection.

F. Periodicals - Maintaining accurate records and complete runs of periodical subscriptions; preparing renewal orders for subscriptions; recommending and ordering microfilms of periodicals; sending selected periodicals to the bindery; contacting jobbers and publishers when subscriptions are not received; assisting patrons in the use of indexes and periodicals for research purposes; cataloging, processing, and maintaining material in the pamphlet collection.

G. Audiovisual - Acquiring, organizing, and promoting the use of instructional media and equipment; coordinating film, recording, video, photography and other non-print activities.

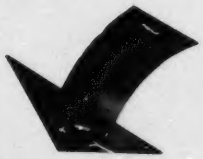
5. Assisting in development of the annual library budget.

6. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Library Director is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____



PROFESSIONAL LIBRARIANSHIP

THE MATURITY OF LIBRARIANSHIP AS A PROFESSION. 1968 (166pp. hardback, Scarecrow Press) $5.00 from Dale E. Shaffer, Library Consultant, 437 Jennings Avenue, Salem, Ohio 44460.

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Assistant Library Director (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Assistant Library Director:

1. A Master's Degree in the field of Library Science. A second Master's Degree in another subject field is desirable.

2. A minimum of six years of experience in the field of professional librarianship, administration, and teaching. This experience should have been gained from time spent in each of the major areas of librarianship, rather than in just one area.

RESPONSIBILITIES AND DUTIES:

The Assistant Library Director is responsible to the Library Director for the following activities:

1. Assisting the Director in all areas of library management, including those functions which involve organizing materials, carrying out library plans and objectives, planning, organizing, coordinating, and measuring work activities of library personnel, training and supervising library personnel, developing the library budget, and providing efficient library service.

2. Assuming the authority, responsibility and accountability for work performed in all areas of the library when the Director is absent. These areas include administration, acquisitions, cataloging, circulation, reference, and periodicals.

3. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Assistant Library Director is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Secretary to Library Director (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Secretary to Library Director:

1. A high school diploma with course work in typing, shorthand, and office practice.

2. Ability to type with a high degree of accuracy and at a fair rate of speed.

3. Secretarial and library experience is desirable but not required.

RESPONSIBILITIES AND DUTIES:

The Secretary to Library Director is responsible to the Director for the following activities:

1. Preparing and typing correspondence, stencils, cards, and various forms of communications relating to the library. This may include the processing of various types of special resources.

2. Maintaining accurate correspondence files and records.

3. Assuring efficient office operations whether or not the Director is present.

4. Operating duplicating equipment and other basic office machines.

5. Preparing monthly statements and periodic library reports.

6. Calculating time sheet information and wages for library personnel before submitting it to the Business Office. This includes the maintenance of personnel records.

7. Assisting the Director in all functions required of his office. This includes cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Secretary to Library Director is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/72)

JOB TITLE:

Head of Technical Services (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Head of Technical Services:

1. A Master's Degree in the field of Library Science.
2. Knowledge and experience in working with both the Library of Congress and Dewey classification systems.
3. Several years of professional library experience, including experience in Cataloging and Acquisitions. Supervisory experience is desirable.

RESPONSIBILITIES AND DUTIES:

The Head of Technical Services is responsible to the Library Director for the following activities:

1. Overseeing all activities performed in the Technical Services Department (Acquisitions and Cataloging). This includes the continual review of procedures in an effort to simplify and improve operations.
2. Supervising and training personnel in the Technical Services Department. This includes the planning, organizing, coordinating, and measuring of work activities.
3. Recommending and selecting resources which will improve the library collection.
4. Withdrawing obsolete and unnecessary material from the collection.
5. Participating in taking inventory of all resources in the collection.
6. Submitting to the Library Director a monthly statistical report covering Technical Services activities.
7. Developing and maintaining a manual describing policies and procedures of the Technical Services Department.
8. Participating in the library orientation program, and in conducting library tours.
9. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Head of Technical Services is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____

MANUAL

THE AUDIO-TAPE COLLECTION - A LIBRARY MANUAL ON SOURCES, PROCESSING, AND ORGANIZATION. (32pp.) $2.00 from Mr. Dale E. Shaffer, Library Consultant, 437 Jennings Ave., Salem, Ohio 44460.

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB DESCRIPTION:

Head Cataloger (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Head Cataloger:

1. A Master's Degree in the field of Library Science.

2. Knowledge and experience in working with both the Library of Congress and Dewey classification systems.

3. Several years of professional library experience in cataloging all types of library resources. Supervisory experience is desirable.

RESPONSIBILITIES:

The Head Cataloger is responsible to the Head of Technical Services for the following activities:

1. Classifying, re-classifying, cataloging (including original cataloging), and completely processing books, recordings, music scores, pamphlets, filmstrips, tapes, audiovisual materials, and all library resources being included in the collection. This includes responsibility for the accuracy and appearance of cards entered in the library's catalogs.

2. Utilizing efficient cataloging procedures and continually striving to simplify and improve operations. This includes the development and use of a variety of simplified techniques; i.e., techniques which are suitable and efficient for processing a wide variety of different types of non-book library materials.

3. Conducting a continuous editing of the main card catalog, correcting the errors found.

4. Supervising and training personnel in the Cataloging area. This includes the planning, organizing, coordinating, and measuring of work activities.

5. Withdrawing obsolete and unnecessary material from the collection.

6. Cooperating with the Circulation Librarian and Reference Librarian in filing catalog cards according to established procedures. This includes maintenance of a standard list of rules for filing catalog cards.

7. Recommending books and library materials for development of the collection.

8. Evaluating gift books for inclusion in the collection.

9. Participating in taking inventory of all resources in the collection.

10. Submitting to the Head of Technical Services a monthly statistical report covering Cataloging activities.

11. Participating in the library orientation program, and in conducting library tours.

12. Developing and maintaining a manual describing policies and procedures of the Cataloging area.

13. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Head Cataloger is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____

MANUAL

THE PAMPHLET LIBRARY - USE OF THE SHA-FRAME SYSTEM. (14pp.) $1.00 from Mr. Dale E. Shaffer, Library Consultant, 437 Jennings Avenue, Salem, Ohio 44460.

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Cataloger (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Cataloger:

1. A Master's Degree in the field of Library Science.
2. Knowledge of both the Library of Congress and Dewey classification systems.
3. Professional library experience in the area of Cataloging is highly desirable. A special interest in Cataloging is essential.

RESPONSIBILITIES AND DUTIES:

The Cataloger is responsible to the Head Cataloger for the following activities:

1. Classifying, re-classifying, cataloging (including original cataloging), and completely processing books, recordings, music scores, pamphlets, filmstrips, tapes, audiovisual materials, and all library resources being included in the collection. This includes responsibility for the accuracy and appearance of cards entered in the library's catalogs.
2. Utilizing efficient cataloging procedures, continually striving to simplify and improve operations. This includes the use of a variety of simplified techniques; i.e., techniques which are suitable and efficient for processing the wide variety of different types of non-book library materials.
3. Assisting in training personnel in the Cataloging area.
4. Withdrawing obsolete and unnecessary material from the collection.
5. Recommending books and library materials for continual development of the collection.
6. Participating in taking inventory of all resources in the library collection.
7. Assisting in the development and maintenance of a manual describing policies and procedures of the Cataloging area.
8. Assisting in a continuous editing of the main card catalog, correcting errors found.

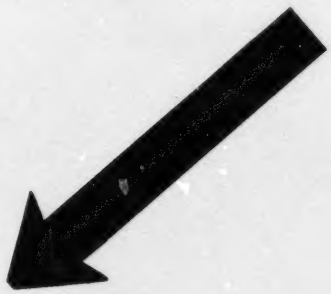
9. Evaluating gift books for inclusion in the collection.

10. Assisting the Head Cataloger in all functions of his job. This includes cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Cataloger is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____



MANUAL

THE LIBRARY PICTURE FILE - A COMPLETE SYSTEM OF HOW TO PROCESS AND ORGANIZE. 1970 (11pp.) $1.00 from Mr. Dale E. Shaffer, Library Consultant, 437 Jennings Avenue, Salem, Ohio 44460.

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Cataloging Assistant - Typist (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Cataloging Typist:

1. A high school diploma with course work in typing and office practice.

2. Ability to type with a high degree of accuracy and at a fair rate of speed. Typing and clerical experience is desirable but not required. This work is exacting and requires accurate compliance with an established set of rules and procedures.

3. Knowledge of library organization and the card catalog is helpful.

RESPONSIBILITIES AND DUTIES:

The Cataloging Typist is responsible to the Head Cataloger for the following activities:

1. Typing catalog cards, book cards, and pockets required in the cataloging process. This involves steady typing and includes responsibility for the accuracy and appearance of all cards typed.

2. Making proper notations on catalog cards to indicate added copies, withdrawals, and changes involved when books are re-cataloged.

3. Assisting in a continuous editing of the main card catalog, correcting errors found.

4. Withdrawing obsolete and unnecessary material from the collection.

5. Assisting in training new personnel to perform accurate typing in the Cataloging area.

6. Participating in taking inventory of all resources in the collection.

7. Assisting professional catalogers in the various areas of their work. This includes cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:
The Cataloging Typist is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Cataloging Assistant - Book Processing (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Cataloging Assistant in Book Processing:

1. A high school diploma.
2. Ability to type with accuracy and at a fair rate of speed.
3. Knowledge and experience in library work is desirable but not required.
4. Dependable work habits.

RESPONSIBILITIES AND DUTIES:

The Cataloging Assistant in Book Processing is responsible to the Head Cataloger for the following activities:

1. Typing accurate labels and applying them neatly to books.
2. Pasting pockets and finishing the processing of books for the shelves.
3. Cutting out important information from the book jacket and pasting it in book.
4. Checking catalog cards for accuracy before duplicating cards on the Xerox machine. This involves responsibility for providing sets of cards for the Cataloging Typist.
5. Repairing and mending books.
6. Cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Cataloging Assistant in Book Processing is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Acquisitions Librarian (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Acquisitions Librarian:

1. A Master's Degree in the field of Library Science.

2. Several years of professional library experience, including experience in developing and working with acquisitions procedures. Knowledge and experience in the area of Cataloging is desirable.

RESPONSIBILITIES AND DUTIES:

The Acquisitions Librarian is responsible to the Head of Technical Services for the following activities:

1. Supervising the ordering of books, pamphlets, periodicals, recordings, filmstrips, microfilm, equipment, supplies, and other library materials. This includes the preparation of orders and requisitions, and the maintenance of necessary records.

2. Supervising the receipt of all incoming library materials. This includes unpacking, checking materials, processing invoices, initially processing materials, and expediting materials through the Acquisitions area.

3. Evaluating requests for book orders, including the necessary checking against present holdings and searching for bibliographic information. This involves a close working relationship with faculty.

4. Reviewing book selection aids, publishers' catalogs, and brochures to select material which will improve or update the library collection.

5. Accounting for all gifts received by the library.

6. Assisting in preparation of the annual library budget, and keeping the Head of Technical Services informed periodically of total expenditures.

7. Maintaining efficient acquisitions procedures, and continually striving to simplify and improve operations.

8. Supervising and training personnel in the Acquisitions area. This includes the planning, organizing, coordinating, and measuring of work activities.

9. Participating in the library orientation program, and in conducting library tours.

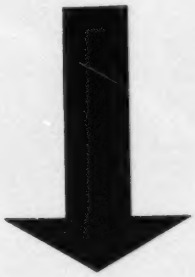
10. Submitting to the Head of Technical Services a monthly statistical report of Acquisitions.

11. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Acquisitions Librarian is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____



AUDIO-TAPES

A BASIC AUDIO-TAPE COLLECTION - LECTURE PROGRAMS FOR THE ACADEMIC LIBRARY. 1973 (28pp.) $1.00 from Dale E. Shaffer, Library Consultant, 437 Jennings Avenue, Salem, Ohio 44460.

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Acquisitions Assistant - Periodicals (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Acquisitions Assistant in Periodicals:

1. A high school diploma with course work in typing and office practice.
2. Ability to type with accuracy and at a fair rate of speed.
3. Knowledge and experience in library work is desirable but not required.

RESPONSIBILITIES AND DUTIES:

The Acquisitions Assistant in Periodicals is responsible to the Acquisitions Librarian for the following activities:

1. Checking-in periodicals and notifying jobber when issues are not received.
2. Stamping incoming periodicals "Received", displaying current issue, and putting all previous issues with bound volumes.
3. Checking, making notation on binding card, and assembling periodicals for pick-up by bindery.
4. Checking and stamping bound journals received from bindery; maintaining accurate binding records.
5. Preparing renewal order for periodicals ordered from jobber.
6. Assisting in ordering and maintaining a microfilm collection of journals.
7. Maintaining a neat and orderly periodical collection.
8. Assisting in all phases of Acquisitions; e.g., searching card catalog, checking bibliographies, stamping and recording incoming materials, preparing orders and requisitions.
9. Cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Acquisitions Assistant in Periodicals is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Acquisitions Assistant - Typist (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Acquisitions Typist:

1. A high school diploma with course work in typing and office practice.

2. Ability to type with accuracy and at a fair rate of speed. Knowledge of filing and record keeping is required.

RESPONSIBILITIES AND DUTIES:

The Acquisitions Typist is responsible to the Acquisitions Librarian for the following activities:

1. Assisting in the preparation of orders and requisitions for library purchases and book-binding shipments.

2. Filing orders, requisitions, and other communications related to the Acquisitions function, and maintaining an orderly index file of "Books to be Ordered" and "Books on Order".

3. Typing correspondence for the Acquisitions Librarian.

4. Receiving and recording receipt of books, pamphlets, recordings, audiovisual materials, equipment, supplies, and other types of library resources. This includes the initial processing of materials received; i.e., checking, marking, stamping, etc.

5. Checking all invoices, keeping a copy for library records, and forwarding to Acquisitions Librarian for signature.

6. Ordering LC catalog cards, and placing them in the books to be cataloged.

7. Totaling invoices for the monthly report, and assisting in the preparation of periodic reports covering the Acquisitions function.

8. Assisting in training personnel in the Acquisitions area.

9. Assisting the Acquisitions Librarian in all functions of his job. This includes cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Acquisitions Typist is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Circulation Librarian (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Circulation Librarian:

1. A Master's Degree in the field of Library Science.
2. Several years of professional library experience, including a knowledge of Circulation procedures.
3. Supervisory experience is desirable.

RESPONSIBILITIES AND DUTIES:

The Circulation Librarian is responsible to the Library Director for the following activities:

1. Supervising the circulation of all library materials and equipment.
2. Maintaining efficient circulation procedures and records, and continually striving to simplify and improve the operation.
3. Supervising and training personnel in the Circulation area. This includes the planning, organizing, coordinating, and measuring of work activities.
4. Maintaining accurate up-to-date circulation statistics, including the preparation of a monthly report for the Library Director.
5. Accounting for all money received at the Circulation Desk, sending notices to faculty members and students, and keeping accurate records of overdue materials. This includes taking necessary action to bring about the return of overdues, and having all materials returned to the library at the end of each semester.
6. Working closely with faculty members in setting up, controlling, and maintaining an orderly Reserve Book Collection.
7. Supervising the shelving of all books and library resources, and maintaining an orderly collection.
8. Cooperating with Technical Services personnel in filing catalog cards according to established procedures. This includes maintenance of a standard list of rules for filing cards.

9. Teaching and promoting the use of all library facilities. This includes the instruction of patrons in how to use the card catalog, how to locate library materials, and how to use them.

10. Answering general reference questions and providing other research assistance to patrons.

11. Recommending books and library materials to be ordered.

12. Overseeing closing of the library.

13. Participating in taking inventory of all resources in the collection.

14. Participating in the library orientation program, and in conducting library tours.

15. Providing inter-library loan service.

16. Creating attractive and educational book displays and bulletin boards.

17. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations. This includes an agreement to work evening and weekend hours when the schedule requires it. The work schedule for personnel working at the Circulation Desk differs from schedules in other work areas of the library.

LENGTH OF CONTRACT:

The Circulation Librarian is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Circulation Assistant (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Circulation Assistant:

1. A high school diploma with course work in typing and office practice.

2. Ability to type with accuracy and at a fair rate of speed. Knowledge of filing and record-keeping is required.

3. Some college course work plus library experience is desirable but not required.

RESPONSIBILITIES AND DUTIES:

The Circulation Assistant is responsible to the Circulation Librarian for the following activities:

1. Assisting in the circulation of all library materials. This includes responsibility for maintaining efficient procedures and accurate circulation records.

2. Training personnel in the Circulation area. This includes the planning, organizing, coordinating, and measuring of the work activities of student assistants.

3. Accounting for all money received at the Circulation Desk, sending notices to faculty members and students, and keeping accurate records of overdue materials. This includes taking necessary action to bring about the return of overdues, and having all materials returned to the library at the end of each semester.

4. Working closely with faculty members in setting up, controlling, and maintaining an orderly Reserve Book Collection.

5. Assisting in shelving all books and library resources, and maintaining an orderly collection.

6. Teaching and promoting the use of all library facilities. This includes the instruction of patrons in how to use the card catalog, how to locate library materials, and how to use them.

7. Answering basic reference questions and providing other research assistance to patrons.

8. Recommending books and library materials to be ordered.

9. Overseeing closing of the library.

10. Participating in taking inventory of all resources in the collection.

11. Creating attractive and educational book displays and bulletin boards.

12. Cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Circulation Assistant is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Stack Supervisor (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Stack Supervisor:

1. A high school diploma.
2. Ability to type with accuracy and at a fair rate of speed.
3. Some college course work plus library experience is desirable but not required.

RESPONSIBILITIES AND DUTIES:

The Stack Supervisor is responsible to the Circulation Librarian for the following activities:

1. Assuring that all books and resources in the library are shelved quickly and correctly.
2. Maintaining a neat and orderly collection through a daily inspection. This includes the pulling of books to be mended and repaired, and the shelving of books left on tables and carrels.
3. Insuring that shelf-reading throughout the collection is done on a continuous basis.
4. Training and supervising student personnel in the proper methods of shelving resources, and in maintaining a neat and orderly collection. This includes the planning, organizing, coordinating, and measuring of the work activities of student shelvers.
5. Assisting at the Circulation Desk when needed and assuming responsibility for maintaining efficient procedures and accurate circulation records.
6. Teaching and promoting the use of all library facilities. This includes the instruction of patrons in how to use the card catalog, how to locate library materials, and how to use them.
7. Answering basic reference questions and providing other research assistance to patrons.
8. Recommending books and library materials to be ordered.
9. Overseeing closing of the library at given times.

10. Participating in conducting library tours.

11. Participating in taking inventory of all resources in the collection.

12. Cooperating as a team member with other members of the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Stack Supervisor is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Reference Librarian (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Reference Librarian:

1. A Master's Degree in the field of Library Science.

2. Professional library experience is desirable but not required.

RESPONSIBILITIES AND DUTIES:

The Reference Librarian is responsible to the Library Director for the following activities:

1. Answering reference questions in the library, by phone, and by mail.

2. Preparing bibliographies and providing other research assistance to patrons.

3. Teaching and promoting the use of all library facilities, including the card catalog and indexes.

4. Selecting reference books which will help in developing a current and comprehensive reference collection.

5. Weeding the entire collection on a continuing basis, withdrawing and discarding obsolete resources.

6. Participating in taking inventory of all resources in the library collection. This includes maintenance of an orderly reference collection.

7. Maintaining up-to-date loose-leaf reference sources, discarding superseded material.

8. Reviewing book selection aids to select material for possible purchase and inclusion in the collection.

9. Participating in the library orientation program, and in conducting library tours.

10. Creating attractive and educational book displays and bulletin boards.

11. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Reference Librarian is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Audiovisual Director (Professional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Audiovisual Director:

1. A Master's Degree in Education or Library Science with considerable work in curriculum, instruction, educational psychology, and administration.

2. Teaching experience with a strong background in at least one subject area.

3. Academic work in the audiovisual field including utilization, production, and administration.

4. Experience in the organization and operation of an audiovisual program.

RESPONSIBILITIES AND DUTIES:

The Audiovisual Director is responsible to the Library Director for the following activities and services:

1. Promoting, developing, and suggesting improved methods of instruction among the faculty and staff through communication and greater utilization of equipment and resources.

2. Assisting the administration in its media needs.

3. Assisting students in the preparation and utilization of instructional media.

4. Coordinating and supervising the acquisition and maintenance of all audiovisual equipment on campus.

5. Coordinating and supervising the scheduling and use of all audiovisual equipment on campus.

6. Assisting in the preparation and effective utilization of instructional materials (audio-tapes, films, video-tapes, recordings, transparencies, photography, displays, etc.).

7. Keeping informed about new equipment, materials, and techniques in the media field and acquainting faculty with these latest developments.

8. Promoting and utilizing all types of library resources and equipment.

9. Coordinating the rental of motion picture films to be used on campus.

10. Maintaining an up-to-date inventory of all pieces of audiovisual equipment on campus.

11. Cooperating as a team member with the library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Audiovisual Director is employed on a twelve-month basis, with four weeks for vacation.

SALARY: $_____

MANUAL

THE FILMSTRIP COLLECTION - COMPLETE INSTRUCTIONS ON HOW TO PROCESS AND ORGANIZE. (25pp.) $2.00 from Mr. Dale E. Shaffer, Library Consultant, 437 Jennings Avenue, Salem, Ohio 44460.

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Audiovisual Assistant (Nonprofessional)

QUALIFICATIONS:

The following minimum requirements are established for the position of Audiovisual Assistant:

1. A high school diploma.
2. Ability to type with accuracy and at a fair rate of speed.
3. Knowledge and experience in audiovisual media is desirable but not required.

RESPONSIBILITIES AND DUTIES:

The Audiovisual Assistant is responsible to the Audiovisual Director for the following activities:

1. Classifying, cataloging and completely processing audiovisual and non-print resources for special collections. This involves a knowledge of various procedures of processing and organizing different types of resources.
2. Typing catalog cards, book cards, and pockets required in the cataloging process. This includes responsibility for the accuracy and appearance of all cards typed.
3. Assisting in the training of new personnel in the audiovisual area.
4. Participating in taking inventory of all audiovisual resources.
5. Teaching and promoting the use of audiovisual resources and equipment.
6. Recommending audiovisual resources for addition to the collection.
7. Participating in the library orientation program, and in conducting library tours.
8. Creating attractive and educational displays and bulletin boards.
9. Cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

LENGTH OF CONTRACT:

The Audiovisual Assistant is employed on a twelve-month basis, with two weeks for vacation.

SALARY: $_____

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - Book Processing

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Library Assistant in Book Processing:

1. Academic grade average of C or better.
2. Free time to work a minimum of 12 hours per week.
3. Interest in library work.
4. Ability to type with accuracy.
5. Dependable work habits.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in Book Processing is responsible to the Cataloging Assistant in Book Processing for the following activities:

1. Typing accurate labels and applying them neatly to books.
2. Pasting pockets and finishing processing books for shelves.
3. Checking catalog cards for accuracy before duplicating.
4. Duplicating cards on Xerox machine.
5. Repairing and mending books and library materials.
6. Cooperating as a team member with library staff in performing any duty essential to the achievement of efficient library operations.

WAGE: $ per hour

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - Acquisitions

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Library Assistant in Acquisitions:

1. Ability to type with accuracy and at a fair rate of speed.
2. Knowledge of filing, record-keeping, and the card catalog.
3. Academic grade average of C or better.
4. Free time to work a minimum of 12 hours per week.
5. Interest in library work.
6. Dependable work habits.
7. Ability to write legibly.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in Acquisitions is responsible to the Acquisitions Librarian for the following activities:

1. Searching card catalog and various sources prior to ordering materials; checking bibliographies.
2. Assisting in preparation of orders and requisitions.
3. Filing orders, requisitions, and other communications related to the Acquisitions function.
4. Receiving and recording receipt of books and resources; checking, marking, stamping, etc.
5. Ordering LC catalog cards and placing them in books to be cataloged.
6. Cooperating as a team member with the library staff in performing any duty essential to achievement of efficient library operations.

WAGE: $_____ per hour

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - Periodicals

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Library Assistant in Periodicals:

1. Academic grade average of C or better.
2. Free time to work a minimum of 12 hours per week.
3. Interest in library work.
4. Ability to type with accuracy.
5. Dependable work habits.
6. Ability to write legibly.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in Periodicals is responsible to the Acquisitions Assistant in Periodicals for the following activities:

1. Checking, making notation on binding card, and assembling periodicals for pick-up by bindery.
2. Checking-in periodicals and notifying jobber when issues are not received.
3. Stamping incoming periodicals "Received", displaying current issue, and putting all previous issues with bound volumes.
4. Checking and stamping bound journals received from bindery; maintaining accurate binding records.
5. Assisting in preparing renewal order for periodicals ordered from jobber.
6. Assisting in ordering and maintaining a microfilm collection of journals.
7. Maintaining a neat and orderly periodical collection.
8. Cooperating as a team member with the library staff in performing any duty essential to achievement of efficient library operations.

WAGE: $_____ per hour

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - Circulation Desk

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Library Assistant in Circulation:

1. Academic grade average of C or better.
2. Free time to work a minimum of 12 hours per week.
3. Interest in library work.
4. Ability to type with accuracy.
5. Dependable work habits.
6. Ability to write legibly.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in Circulation is responsible to the Circulation Librarian for the following activities:

1. Charging-out materials, checking-in materials, collecting fines, maintaining accurate records, controlling reserve materials, placing materials on reserve and removing them.
2. Assisting patrons with basic information regarding use of library facility.
3. Shelving materials accurately, straightening the collection, reading shelves.
4. Closing library, removing materials from tables and returning them to shelves, assuring neat arrangement of library.
5. Arranging and filing catalog cards according to filing rules.
6. Searching and filing catalog cards according to filing rules.
7. Cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

WAGE: $_____ per hour

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - AV Materials

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Library Assistant in AV Materials:

1. Ability to type with accuracy and at a fair rate of speed.
2. Academic grade average of C or better.
3. Free time to work a minimum of 12 hours per week.
4. Interest in audiovisual media and library work; helping patrons use various types of resources.
5. Dependable work habits.
6. Experience in typing catalog cards and processing materials is helpful.
7. Ability to write legibly.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in AV Materials is responsible to the Audiovisual Assistant for the following activities:

1. Assisting patrons in the use of audiovisual resources (recordings, tapes, filmstrips, film loops, etc.) and equipment.
2. Shelving materials accurately and straightening collection.
3. Closing library, removing materials from tables and returning them to shelves, assuring neat arrangement of library.
4. Arranging and filing cards in audiovisual catalogs according to established filing rules.
5. Searching and checking bibliographies of audiovisual resources.
6. Typing catalog cards and processing filmstrips, tapes, recordings, transparencies, and other non-print resources.
7. Assisting the Audiovisual Director in all functions of his job. This includes cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

WAGE: $_____ per hour

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - AV Equipment

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Library Assistant in AV Equipment:

1. Academic grade average of C or better.
2. Mechanical ability to operate and repair various types of AV equipment.
3. Free time to work a minimum of 12 hours per week.
4. Dependable work habits.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in AV Equipment is responsible to the Audiovisual Director for the following activities:

1. Delivering, setting up, and showing films at the request of faculty and administration.
2. Repairing and maintaining AV equipment in good operating condition.
3. Assembling and checking out new equipment.
4. Assisting the Audiovisual Director in all functions of his job. This includes cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

WAGE: $_____ per hour

JOB DESCRIPTION
(Jennings Library - 5/1/73)

JOB TITLE:

Student Library Assistant - Special Projects

QUALIFICATIONS:

The following minimum requirements are established for the position of Student Libary Assistant in Special Projects:

1. Ability to type with accuracy and at a fair rate of speed.
2. Knowledge of library organization and how to use various types of library resources and equipment.
3. Interest in library work and willingness to perform various types of work.
4. Academic grade average of C or better.
5. Free time to work a minimum of 12 hours per week.
6. Dependable work habits.
7. Ability to write legibly.

RESPONSIBILITIES AND DUTIES:

The Student Library Assistant in Special Projects is responsible to the Assistant Library Director for the following activities:

1. Working on various types of special projects relating to development of resources and improvement of the library collection.
2. Cooperating as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

WAGE: $_____ per hour